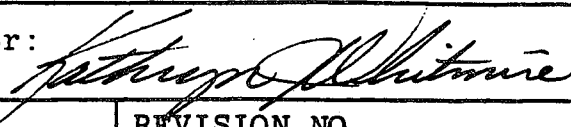


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| CY TITLE: Miscellaneous: Participation in Community/Civic Affairs | | | NUMBER 804.00 |
| APPROVAL: Kathryn J. Whitmire, Mayor:  | | | Page <u>1</u> of <u>1</u> |
| ISSUE DATE: February 14, 1985 | REVISION DATE: | REVISION NO. | EFFECTIVE DATE: February 14, 1985 |

Policy Statement: It is the policy of the City of Houston to extend its responsibilities to the community it serves by encouraging employees to participate in civic affairs and to practice good citizenship.

Policy Basis: Policy statement.

Policy Amplification: Employees are encouraged to take an active interest in community activities of charitable, religious, fraternal, or civic natures and to apply for membership in service, trade, and professional organizations. Time spent in such activity normally should be outside of the employee's working hours and will not be considered hours worked for pay purposes. However, time spent in work for charitable, public, or similar purposes at the request of the City of Houston or under its direction or control shall be considered hours worked for pay purposes. Voluntary employee participation in community affairs that may involve an extended period of time away from the job shall be handled in accordance with the specifics of related policies.

Subject to the approval of the Department head and the City Controller, the City will reimburse employees for membership fees in job related service or professional organizations upon presentation of an invoice or receipt. Each approved membership is subject to annual evaluation by the Department head. Employees may be asked to submit individual activity reports to the Department head to justify continued participation in the organization.

Employees are encouraged to accept invitations to speak before civic groups and to contribute articles to professional or trade publications. However, if any such communication might be construed as representing the City's official position on any given subject, prior approval must be obtained from the head of the department.

If an employee engages in any political activity, (s)he must do so as an individual and not as a representative of the City. Campaigning, fundraising, and other partisan political activities must be conducted on the employee's own time (see policy on Seeking Elective Office).

Policy Compliance: All employees through the Department/Division Director shall comply from policy date forward.

Policy Exception: Policy exceptions and/or violations shall be directed to the Director of Personnel for review and recommended course of action.